

CORRECTIONS/CLARIFICATIONS TO RESPONSES OF ORIGINAL VENDOR QUESTIONS

The following group of questions and answers are corrections or clarifications to the answers supplied to the original group of questions posted on the ASD website for RFP 2001-012. The question number refers to the original question and answer.

1.22

If the vendor desires to propose additional products and/or services which it believes would benefit the COV (but are not required to successfully complete the project as proposed), such items should be included and clearly identified as optional.

8. Question: Is this guidance applicable to the proposal to be submitted on March 23, 2001?

Answer: Yes. Section 5.1 offers the vendors an opportunity to propose additional service categories.

CLARIFICATION: Yes. Section 5.1 offers the vendors an opportunity to propose additional service categories. However, additional service categories are to be submitted at or prior to the pre-proposal Conference. None will be accepted after the conference. No additional consideration will be given to the submission of additional categories.

9. Question: It is specified that the Offeror must be willing and able to deliver all products and services and to complete the project on a "firm fixed-price basis." Instructions on **page 28, Article 1, paragraph 3**, states that "An individual Work Order may be written into either of the following two types: " – Time and Material and Fixed Price. "Invoicing and Payment" instructions (Page 29, Article IV) provide instructions for both Time and Materials and Fixed Price Work Orders. It is our belief that your intent is to issue either Time and Materials or Firm Fixed Price orders depending on the service desired and/or client/agency requirements. Is this correct?

Answer: Yes.

CLARIFICATION: Fixed price work order is allowed with the understanding that any prices quoted are based on the approved hourly rates for that service category from that specific vendor. All of these rates will be published by DIT upon completion of the awards.

30. Question: If we have the ability to supply people in a category, but we do not have 3 references for that category, can we still bid that category?

Answer: No

CORRECTION: YES, But more consideration will be given to those who have proven themselves.

39. Question: Page 12, Section 2.1.7 (ITSS Staff Qualifications), paragraph a, sub-paragraph 3, reads “specifically commit to making available...individuals with equal or superior qualifications...”. Please clarify what you mean by “specifically commit to making available”.

Answer: The vendor can state, at the time of the proposal submission, that the vendor has on staff and available, qualified personnel to fill the service category within the stated rate ranges.

CLARIFICATION: The vendor can state at the time of the proposal submission, ANY FUTURE STAFF ASSIGNED TO AGENCY VIA THIS CONTRACT, WILL MEET THE STAFF QUALIFICATIONS STATED IN 2.1.7

2.1.8.b

Describe Offeror's plan information will be reported.

40. Question: Is this billable or non-billable supervision?

Answer: The question refers to the vendor’s degree of oversight of its contractors. The billing of this time is a decision by the vendor and agency, not by the Commonwealth.

CLARIFICATION: The question refers to the vendor’s degree of oversight of its contractors. The billing of this time is a decision by the vendor TO INCLUDE THIS COST INTO YOUR BILLING RATES OR NOT.

SECTION 3: GENERAL DESCRIPTION AND CURRENT ENVIRONMENT

Section 3.2

42. Question: There are 19 current contracts in place for 15 categories. Can a copy of these contracts be obtained for review. If yes, whom can we contact to get the information?

Answer: The Freedom of Information Act is delineated in the Code of Virginia. Within that Act, time frames for providing written documentation to the requestor are stated. There are costs associated with providing documents, as well as exceptions to providing some documents. There is a wealth of information on ASD’s website that should provide all the information, at no cost and at the convenience of the requestor.

CLARIFICATION: The list is available at:
<http://asd.state.va.us/contract/contract.asp>

47. Question: In these times of shortages of IT professionals, is there a plan to speed the process from approval and acceptance of a candidate by the client through receipt of authorization to begin work (purchase order receipt) by the vendor?

Answer: No.

CLARIFICATION: No. There is no plan to change the procedure at this time, however, the agency may opt to make other arrangements with the vendor.

48. Question: Does this require an invoice be submitted for each consultant or can agency request for multiple consultants be combined on a single invoice.

Answer: **An invoice must be submitted for each consultant**

CORRECTION: **This is a decision to be made by the agency.**

53. Question: Will the Commonwealth provide notice of unsatisfactory performance, with a remedy period, before ordering the removal of an employee? Will the purchase order define acceptability standards for each position on the task?

Answer: **These are questions that can be answered through procedures established with the agency upon receipt and acceptance of the purchase order.**

CORRECTION: **The answer is No to both questions. The contractor must adhere to all state and agency policies and standards. Any violation can result in immediate removal. The agency has the authority to delay the removal if so desired, but is not obligated to.**

77. Question: No. 25. Risk of Loss This paragraph states that the “Vendor shall insure that additional copies of the work are available at the Vendor’s office.” Since this would in many cases necessitate that the vendors obtain backups of system files, libraries, and databases, does the Commonwealth propose that we will have access to this data as well as the time and resources of operations staff necessary to perform these backups? In certain cases this could also include removing confidential information from the site and possibly making copies of copyrighted software. Please clarify the intent of this requirement.

Answer: **The first sentence of the paragraph states in part, “All work, including data, ...”. Any written order whereby deliverables are identified would be considered “work”. The deliverables, or work, would need to have additional copies available at the Vendor’s office.**

CORRECTION: **The vendor is asked to read all the provisions of the solicitation/contract, and then address this question to their own representation as necessary.**

82. Question: The Payment of Invoices paragraph (p. 44) lists the Contractor Furnished Transportation as \$.27 per mile. The Federal Government rate for this is \$.345 per mile. Has the Department of Accounts' Lodging guideline been adjusted since the publication of this solicitation? If not, given the current and future costs associated with fuel, will consideration be given to the current rate employed by the Federal Government? Additionally, the lodging rate is \$136 per night. Given the locations of possible work, will the rate be adjusted to accommodate various locations where work will be performed? For example, the hotel rates are considerably higher in Northern Virginia than in Richmond.

Answer: See Section 4.19. The limits quoted on P. 44 set a maximum amount to be spent for any location.

CORRECTION: See Section 4.1.9, not 4.19.

98. Question: If an employee worked on two different projects during the year, how should the employee be counted in the table if: (1) Both projects were for the same Service Category;

Answer: Employee can be counted 2 times.

CLARIFICATION: Employee can be counted 2 times IF IT IS NOT A CONTRACT EXTENSION OR CONTRACT RENEWAL FOR THE SAME PERSON FOR THE SAME ASSIGNMENT.

111. Question: If awarded this contract, and, during the length of the contract, we acquired additional IT skills, can we add to the original service category offerings to more fully meet the Commonwealth's IT needs?

Answer: No. This will have to be done through another competitive procurement.

CORRECTION: Because of the unique nature of this RFP, COV will reconsider this option at renewal of this contract.